



City of Seattle

Personnel Department

Employment Services

PO Box 34028

Seattle, WA 98124-4028

<http://www.seattle.gov/personnel/employment/>

APPLICATION FOR EMPLOYMENT

Date: _____

Job Title: _____

Job Number: _____

APPLICATION INFORMATION—Please read this information carefully.

- **Applications completed online are preferred.**
- Applications will be evaluated for open positions only.
- Applicants are required to complete a separate application for each position to which they apply.
- Please provide all requested information on the application. Incomplete applications may have a bearing on their consideration.
- Supplemental information (e.g., resumes, cover letters) may be provided only if it is requested in the job posting.
- Applications must be submitted by the advertised closing date and time. Postmarks will not be accepted.
- The City of Seattle reserves its option to use random sampling for high-volume positions.
- Interviews are by invitation only and are scheduled by the employing department.
- The City of Seattle will provide reasonable accommodations for qualified applicants with disabilities.
- Job offers are contingent upon meeting the position requirements and providing proof of eligibility to legally work in the US.

PERSONAL INFORMATION—This section is required.

Name:	_____	_____	_____
	<i>Last (Family) Name</i>	<i>First (Given) Name</i>	<i>Middle Initial</i>
Address:	_____		
	<i>Number and Street Name</i>	<i>Apt/Unit City</i>	<i>State ZIP/Postal Code</i>
Phone:	_____	Email Address:	_____
	<i>Area code and number</i>		<i>Optional</i>
Have you ever been employed by the City of Seattle? _____ If yes, dates or employee id: _____			
If yes, were you involuntarily dismissed? _____ Reason? _____			

SKILLS/EQUIPMENT—Please identify your skills and equipment knowledge that pertain to this position.

LICENSES/CERTIFICATIONS—Please identify licenses and certifications you possess that pertain to this position.

Name	Experience	Last Used	Name	Date Issued
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EDUCATION—Please provide all requested information for each institution.

Institution Name	City, State	Major	Degree	Graduation Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RELEVANT INFORMATION—Please provide additional information that pertains to this position.

WORK EXPERIENCE—Please provide all requested information for each experience.

Employer: _____ City, State: _____ Supervisor: _____ Telephone: _____ From: _____ To: _____ Reason for Leaving: _____	Job Title: _____ Job Duties: _____ _____ _____ _____ _____
Employer: _____ City, State: _____ Supervisor: _____ Telephone: _____ From: _____ To: _____ Reason for Leaving: _____	Job Title: _____ Job Duties: _____ _____ _____ _____ _____
Employer: _____ City, State: _____ Supervisor: _____ Telephone: _____ From: _____ To: _____ Reason for Leaving: _____	Job Title: _____ Job Duties: _____ _____ _____ _____ _____
Employer: _____ City, State: _____ Supervisor: _____ Telephone: _____ From: _____ To: _____ Reason for Leaving: _____	Job Title: _____ Job Duties: _____ _____ _____ _____ _____

CONDITIONS OF APPLICATION

- I hereby affirm that my responses to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.
- In compliance with the Immigration Reform and Control Act, all employment offers will be contingent upon selected applicants providing acceptable proof of identity and authorization to work in the United States.
- I understand that misrepresentation or omission of the material facts called for in this application or other records will be cause for immediate dismissal. In addition, I authorize the City of Seattle to verify any and all information contained in this application and to inquire into my character, ability and work habits from former employers and others, and I release the City of Seattle and all concerned from any liability in connection with any information received or provided.
- The City of Seattle retains the right to determine the fitness and suitability of applicants for employment.
- I, THE UNDERSIGNED, HAVE CAREFULLY READ AND AGREE TO THE ABOVE CONDITIONS.

Applicant Signature: _____ **Date:** _____

☐ Check here if you do not wish to have this application potentially considered for other City positions.

APPLICANT DATA

This information is used by the City of Seattle to maintain accurate records for those individuals who apply for and accept positions with the City of Seattle. Applicants are considered for all positions, and employees are treated during employment without regard to race, ethnic origin, religion, gender, sexual orientation, gender identity, national origin, age, marital status, veteran status, medical condition, or disability.

As employers and government contractors, we comply with federal regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, legal requirements, and the City of Seattle's commitment to diversity, please provide us with the following information. If you identify with more than one ethnic group, the City of Seattle respects your right to do so. However, the City of Seattle is unable to incorporate multi-ethnic identifications in its affirmative action/equal employment opportunity program. Only check the one ethnic group you identify with most. We appreciate your cooperation.

The data provided will be kept ***confidential and separate from applications for employment***. You may choose to not report any part of the information. A decision not to provide the requested information will not result in any adverse treatment of your application for employment.

Date: _____

Job Title: _____

Job Number: _____

Demographic Information—Please select only *ONE* from each category.

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified	Race/Ethnicity <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Not Specified
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Referral Source—Please select only *ONE* from the list below.

<input type="checkbox"/> City Employee	<input type="checkbox"/> Newspaper _____
<input type="checkbox"/> City Website	<input type="checkbox"/> Friend – Word of Mouth _____
<input type="checkbox"/> Professional Association Website	<input type="checkbox"/> Job Fair _____
<input type="checkbox"/> Other Website _____	<input type="checkbox"/> Agency _____
<input type="checkbox"/> Walk-In (Job Center)	<input type="checkbox"/> Recruiter _____
<input type="checkbox"/> Other _____	